

## **Travel Instructions**

NRC will provide travel for the State Liaison Officer (SLO) or his/her designee from each State to participate in the National State Liaison Officers Conference on November 5-6, 2013, and the optional training session on effective communication of nuclear information for SLOs on November 7, 2013. Both the conference and training session will be at NRC headquarters in Rockville, Maryland.

### **Meeting Location:**

The conference will be at the Two White Flint North Auditorium, 11545 Rockville Pike, Rockville, MD, 20852 (White Flint Metro Stop on the Red Line). The room location for the training session will be determined based on the class size. Directions to NRC's Headquarters location can be found at: <http://www.nrc.gov/about-nrc/locations/hq.html>. Attendees should allow at least ten minutes to be processed through security screening upon arrival at NRC facilities and be ready to show proof of identification.

### **Travel:**

Participants must make their own lodging and travel arrangements. Attendees should plan to travel out on November 4, 2013. For the return trip, attendees should plan to travel back in the morning of November 7<sup>th</sup> if they will not be attending the training session and in the afternoon if they plan to take the training (the training is scheduled to end at 12 p.m.).

Airline reservations can be made directly through Carlson Wagonlit Travel at 1-800-453-8396, Monday through Friday 8:00 a.m. - 7:00 p.m. Eastern Time. Three airports service the Washington DC Metro area: Washington Reagan National Airport (DCA), Baltimore-Washington International Airport (BWI), and Dulles International Airport (IAD). **Please be sure to ask Carlson to check all three local airports for the lowest airfare from your departure city.** We are required to use the lowest airfare to bring you to Washington DC. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. Travel by personal car will be reimbursed at a rate of \$0.565 per mile, not to exceed the minimum airfare.

### **Ground Transportation:**

The two shuttle services for the three DC area airports are: *Super Shuttle* (800-BLUE-VAN or 800-258-3826) and *Airport Shuttle* (800-776-0323). If you are flying into Reagan National Airport, you may take the BLUE LINE Metro (Train) to the Metro Center Station or the YELLOW LINE to the Gallery Place/Chinatown Station, then transfer to the RED LINE in the direction of the Shady Grove Station. NRC Headquarters is located across from the White Flint Metro Station. A map of the Metro system is available at: <http://www.wmata.com/rail/maps/map.cfm>. No rental cars will be authorized for travel.

### **Hotel:**

You are requested to make your own hotel reservations. A block of rooms at the prevailing government per diem rate has been reserved at the Bethesda North Marriott Hotel and

Conference Center, which is located approximately one block from NRC Headquarters, through October 7, 2013. Note that the current per diem rates for November 2013 have not yet been published. The currently agreed upon rate is \$189 per night, which is based on last November's per diem rate. After the November 2013 per diem rate is published (see website link under "Expenses" section), the rate may be subject to change to match the approved per diem amount. Reservations can be made online (preferred option) at <https://resweb.passkey.com/go/ebfae317> or by calling 1-877-212-5752 (toll free) or 301-822-9200 (local) (ask for the "NRC State Liaison Officer Conference Room Block"). After October 7<sup>th</sup>, the remaining rooms will be released and may no longer be available at the per diem rate. Information about the hotel can be found at: <http://www.marriott.com/hotels/travel/wasbn-bethesda-north-marriott-hotel-and-conference-center/>. Other hotel options are listed at the conference information webpage at: <http://homer.ornl.gov/nrc/conf/>.

Please note that you must pay hotel expenses upon checkout with your own funds, and you will be reimbursed by the NRC after the travel is completed. Tax is a separate line item on your voucher. If the hotel requires proof of Federal Travel, please let Brenda Usilton know and she will fax you a copy of your authorization.

#### **Expenses:**

SLOs or their designees will be reimbursed for expenses in accordance with Federal Travel Regulations. Receipts are necessary to claim any expense of \$75 or more. Telephone calls will not be reimbursed by NRC. The lodging and per diem rates for November 2013 are not yet available. Once established, they can be found on this website: <http://www.gsa.gov/portal/category/100120> (use zip code 20852 for the search). Lodging and meals are not to exceed the per diem rate.

For travel voucher reimbursement, please follow instructions posted at: <http://nrc-stp.ornl.gov/special/voucher110215.pdf>.

**Note: Reimbursement will be in accordance with hotel check-in on November 4, 2013, and check-out no later than November 7, 2013. Please note any deviation from this timeframe on the Travel Registration Form.**

Any questions about, or changes in, travel should be directed to Brenda Usilton, 301-415-2348, or [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov).